

## **SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST**

### **DEFINITION:**

Under general direction, to supervise, plan, and coordinate the work of a unit implementing environmental health programs through permitting, inspection, education, consultation, planning, investigation and enforcement activities in a wide variety of areas including food, housing, water quality, recreational health, land use, site assessment and mitigation, solid waste and hazardous materials; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

Supervising Environmental Health Specialist is the first level supervisor class responsible for the overall supervision and direction of a unit in the Department of Environmental Health. Under the direction of a Chief, Environmental Health, this class coordinates program resources and staff to ensure the timely delivery of services including: permitting, inspection, investigation, enforcement and/or response to environmental health, sanitary and safety conditions. This class differs from the next higher class, Chief, Environmental Health in that the latter is in the Unclassified Service, and is responsible for planning, directing and managing the affairs of a departmental division. Supervising Environmental Health Specialist is distinguished from the next lower class, Environmental Health Specialist III in that the latter is a non-supervising, advanced journey level class that acts as a senior technical specialist responsible for special programs/projects and the training, mentoring and leadership of staff.

### **EXAMPLES OF DUTIES:**

Plans, directs, supervises, and assesses the work of a unit within the department of Environmental Health; evaluates and updates existing policy; establishes work programs and priorities; confers and coordinates with attorneys, county and local officials, state and federal agencies relative to common issues and special projects; develops training programs, operational procedures and information systems; supervises sensitive and critical investigations; develops and administers the unit/program budget; analyzes proposed legislation and rule changes; makes technical and/or educational presentations to the public; prepares board letters; develops official responses to technical and program issues; represents the department in responding to media inquiries; performs plan checks and reviews permit requests; acts as an administrative hearing officer on appeals of notices of violation; confers with owners of business establishments on issues such as violations of environmental health laws and regulations; assists in the preparation of court cases; assists in program development, goal setting, problem resolution, long and short term planning; reviews cost and accounting reports; oversees or participates in fee setting activities; and acts on behalf of the Chief, Environmental Health as appropriate.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough knowledge of:**

- Public administration principles.
- Principles and practices of all phases of environmental health and sanitation investigation, inspection and enforcement.
- Regulatory agencies involved in environmental health.
- Federal, State and local laws, regulations, ordinances and codes related to environmental health and enforcement.

- San Diego County's Environmental Health Ordinances.
- Inspection and environmental sampling techniques and standards.
- Rules of evidence.
- Principles and practices of personnel management, supervision and training.

**General knowledge of:**

- Environmental Health program requirements, regulations and policies.
- Industry and community waste management practices.
- Principles of biostatistics, chemical properties, ecology and toxicology.
- Safety principles and practices applicable to the inspection of food, water quality, land use, site assessment, hazardous materials, infectious materials and other public sanitary/health concerns.
- The General Management System in principle and practice.

**Skills and Abilities to:**

- Direct, coordinate and implement the work of a unit within a division.
- Deal effectively with industry, community groups and agencies as partners in environmental management.
- Supervise and train subordinates.
- Communicate effectively orally and in writing.
- Prepare and implement effective training and quality control programs.
- Prepare accurate, clear and concise reports and correspondence.
- Review, analyze and recommend policies and procedures, which are proactive and maximize the use of resources.
- Handle difficult and sensitive public contacts and negotiate compliance points.
- Prepare and deliver oral presentations to the public, hearing bodies and other agencies.
- Analyze investigation findings and make sound recommendations.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience which clearly demonstrates possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university with at least 30 semester units of basic biological, physical, or environmental science courses including at least one laboratory course in one of the following fields: chemistry, physics, microbiology, biology, and a mathematics course of college algebra or higher; AND,

1. Six (6) years of experience as an environmental health professional with a recognized public environmental agency or private environmental organization or company, at least three (3) years of which must have been at the lead level; OR,
2. Four (4) years of experience as an Environmental Health Specialist II in the County of San Diego; OR,
3. Three (3) years of experience as an Environmental Health Specialist III in the County of San Diego.

**Note(s):** Some program areas require registration by the State of California as an Environmental Health Specialist. All positions in the Food and Housing Division will require the possession of a valid certificate as a Registered Environmental Health Specialist in the State of California.

In addition to the education requirements described above. Possession of a master's degree from an accredited college or university in a science field such as: biology, chemistry, environmental health, environmental engineering, ecology geology, may be substituted for the required experience on a year for year basis.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment for field travel. Employees in these classes may be required to use their own personal vehicle.

**Registration:**

Some positions require registration as an Environmental Health Specialist in the State of California (Section 541, California Health and Safety Code).

**Physical Requirements:**

Must be able to inspect excavations and navigate in remote areas. Lift objects in excess of 25 pounds. Some positions require the physical fitness for wearing a respirator.

**Working Conditions:**

Exposure to hazardous gases and chemicals, communicable diseases, pests/rodents, and other hazardous health conditions. Exposure to various weather conditions, hostile and irate individuals. Subject to emergency call on 24-hour basis.

**Character:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Convictions may be disqualifying depending on number, severity, and recency. Prior to appointment, candidates offered employment will be subject to a limited security clearance investigation performed by the Sheriff's Department.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

